

Dynamics Internal Control Checklist

Check the reliability of your data processing in seven steps

This pragmatic checklist serves as a tool for checking the reliability of your data processing in Dynamics NAV and Dynamics 365 Business central.

Ask yourself the following questions and find out if you need to take action.

- 1. Procedures and operational instructions**
 - a. Are tasks and responsibilities clearly defined in procedures?
Do your procedures have clear objectives and activities to monitor them?
 - b. Can your (new) employees rely on good working/operational instructions?
How do you guarantee the quality of specific information? (Master data, transaction data)

- 2. Authorizations / SoD**
 - a. To what extent are the current authorizations within Dynamics NAV / 365BC in line with the tasks and responsibilities of your employees?
 - b. How many users have the authorization set SUPER?
 - c. Which permission sets have access rights to Table data "0"?
 - d. How many user IDs are not directly traceable to actual persons?
 - e. Do the user IDs correspond to the current workforce?

- 3. Logging**
 - a. Have you set up logging for settings and master data and do you regularly check these?

- 4. Financial**
 - a. Do you use the settings for permitted booking dates?
 - b. Are the ledger accounts with sub-administration blocked for direct bookings?
 - c. Do the booking group settings match your administrative organization?
 - d. Do you regularly check the connection between your sub- and ledger administration?

- 5. Change management**
 - a. Do you monitor the topicality of documentation about changes and the configuration of Dynamics NAV / 365BC?
 - b. Do you use separate development, testing and acceptance environments? And how often are these updated?
 - c. Does your organization have a structural change procedure, with agreements on testing, acceptance and implementation in the production environment?

- 6. Security**
 - a. Is the SQL server management account password secure enough?
 - b. What attention from IT perspective do you pay to the security of your network, servers and databases?
 - c. How many users have Sysadmin rights within your SQL-server environment?

- 7. Operational management**
 - a. Do you have a plan to ensure the continuity of your automated data processing?
 - b. What certainty do you have that the right data is backed up on a daily basis?
 - c. Is your backup stored externally and is it regularly checked for the possibility of restoring it?

Do you have a clear view of the quality of the data processing within Dynamics NAV / 365BC or are you left with unanswered questions?

Let us know your situation and we will help you to get in control.